



WALTON COUNTY BOARD OF COMMISSIONERS

Human Resources

303 S. Hammond Drive, Suite 331 - Monroe, GA 30655
Office: 770-267-1329 ~ Fax: 770-267-1415 ~ Email: hr.resume@co.walton.ga.us
Monday - Friday 8:00 a.m. - 5:00 p.m.

JOB OPPORTUNITY **Internal and External Notification**

WALTON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.

POSITION TITLE: Probate Clerk, Part -Time
24 Hours Per Week

DEPARTMENT: Probate Court

ENTRY SALARY: \$12.20 - per hour

PAY GRADE: 9

REQUIREMENTS: Must be able to perform routine and non-routine administrative and clerical tasks to assist in providing probate services to the county. Provides information and assistance to the public, clients, attorneys, law enforcement and visitors of the office regarding probate issues.

MINIMUM QUALIFICATIONS: High school diploma or equivalent with some technical school training in office management or secretarial science. A minimum of three years of office experience in a legal environment or equivalent combination of education, training, and experience which provides the requisite knowledge, skills and abilities for this job.

DEADLINE FOR APPLICATIONS: 5:00 PM -May 21st, 2008.

REPLY TO: Walton County Human Resources - 303 S. Hammond Drive, Suite 331 - Monroe, GA 30655

POSTED: 05/08/2008